

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON AUGUST 25, 2000.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR DEBORAH BRAGG OR FRANK YATOR. NO COLLECT CALLS.

U.S. Government Printing Office (GPO) Specifications, Washington, D.C.

Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2), Quality Assurance Through Attributes Program (GPO Pub. 310.1), and Contract Cost Principles (PRA 305.9), in effect at the time the offer is submitted. In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements may be used exclusively in all specifications.

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF CIRCULAR A
AGRICULTURAL EMPLOYERS TAX GUIDE (PUB 51, REV. JANUARY, 2001).

Table of Contents

Section 1 - SCHEDULE

- 1.1 Preaward Survey
- 1.2 Quality Systems Audit
- 1.3 Inspection Notification
- 1.4 Postage Summary Report/Shipping Notification

Section 2 - MATERIALS

- 2.1 Furnished by the Government
- 2.2 Furnished by the Contractor
- 2.3 JCP Standards
- 2.4 Copies of PS Form 3602 on disk.

Section 3 - PAMPHLET/LABEL SPECIFICATIONS

- 3.1 Number of Pages
- 3.2 Quantity
- 3.3 Size
- 3.4 Ink
- 3.5 GPO Imprint Line
- 3.6 Image Size
- 3.7 Margins
- 3.8 Binding
- 3.9 Pamphlet Proofs
- 3.10 Labels

Section 4 - ADDRESSING/SORTING

- 4.1 Furnished Cartridges
- 4.2 Unusable Cartridges
- 4.3 Addressing Requirements
- 4.4 USPS Regulations
- 4.5 Carrier Route Presort
- 4.6 Order of Addressing
- 4.7 Location of Labels/Addressing
- 4.8 Security Letter

4.9 ZIP Code Sequence

- 4.10 Sack/Pallet Codes
- 4.11 Zip Code Count Listing
- 4.12 Spoiled Labels and Pamphlets
- 4.13 IRS Resident Mailing Coordinator
- 4.14 Daily Production Reports

Section 5 - STAGING

- 5.1 Loading Plan
- 5.2 Mail Pallets

Section 6 - MAIL TURNOVER

- 6.1 Standard Mail (A)
- 6.2 Drop Shipments
- 6.3 Location of Staging Area
- 6.4 Vehicles Provided
- 6.5 Indicia
- 6.6 Guaranteed Weight
- 6.7 Special Handling

Section 7 - BULK SHIPMENTS & BULK PACKING

- 7.1 Bulk Shipments
- 7.2 Cartons
- 7.3 IRS Pallets
- 7.4 Bills of Lading

Section 8 - QUALITY ASSURANCE

- 8.1 Quality Assurance Levels

Section 9 - PRODUCTION SAMPLES

Section 10 - OFFERS

EXHIBITS

- Exhibit 1 - Distribution lists for SPC and freight shipments
- Exhibit 2 - Label Layout & Raw Record
- Exhibit 3 - Daily Production Record
- Exhibit 4 - IRS Carton Label
- Exhibit 5 - IRS Pallet
- Exhibit 6 - Postage Summary Report
- Exhibit 7 - Privacy Requirements

SCOPE: These specifications cover printing and binding of 420,500 copies of a FORTY-EIGHT (48) page, self-cover pamphlet; NCOA processing; labeling/addressing; packing, assembling by ZIP Code (staging), and turnover for mailing of approximately 375,716 pamphlets. Carrier route sorting required. 44,784 pamphlets (unaddressed) will require packing for bulk shipments.

NOTE: Due to the numerous exhibits pages in this specification, the exhibits will not be put on the **Internet**. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 20% of the pamphlet and envelope quantities shown in Exhibit 1 until the dates specified in the schedule. These quantity adjustments may be made by updates to Exhibit 1 or by telephone, and will be the final quantity *prior to deducting the NCOA undeliverables*, (see section 5.1.2). These adjustments will not change the scheduled turnover to USPS dates. Billing adjustments for scheduled quantity changes (+ or -) *and for subtraction of undeliverables*, will be at the contractor's quoted "ADDITIONAL RATE" (see Offers Section). If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the final contract quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
08-25-00	Bid opening.
09-08-00	Award of contract. (Purchase Order Number by phone)
09-23-00	Security Letter (See Sec. 4.8).
11-17-00	Final day Government may make quantity adjustments (may be by telephone).
11-19-00	Furnished cartridges to contractor.
12-08-00	Camera copy/disk, previous sample, and GBL's available for pickup at GPO.
12-22-00	Complete turnover of packages to Postal Service.
12-22-00	Complete bulk shipments.
12-29-00	Contractor must return furnished address cartridges to IRS (See Section 2.1.1).
12-29-00	Contractor must submit postage summary report (See Section 1.4), and copies of all PS Form 3602 (See Section 2.4).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the Government will negotiate with the contractor a supplemental agreement for the contract changes.

Unscheduled material such as delivery lists, receipts or instructions, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and his subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 Quality Systems Audit: In connection with the preproduction conference, should the government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.3 INSPECTION NOTIFICATION: 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must FAX IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629/4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.4 Postage Summary Report & Shipping Notification (**The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing**): Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by **Service Center** and the grand total, in a format similar to the one shown in Exhibit 6. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractors must also submit shipping notification on the final day of shipping. Fax the reports and notifications to 202-622-6629/4139.

Section 2 - MATERIALS

2.1 FURNISHED BY GOVERNMENT: (1) One complete set of camera copy for the pamphlet *, (2) previously printed, unlabeled sample, (3) camera copy for printing carton labels, (4) bills of lading, (5) address cartridges sorted by zip code - produced in EBCDIC format. Contractors must be capable of reading cartridges utilizing a 36 track format, with data compression, (6) USPS pallets -made available by the USPS upon request, and (7) a mail file seeding list cartridge.

*At contractor's option the Government will furnish electronic media. The electronic media will be an Amgraf Mecca III formatted, 1.44 megabyte, floppy disk, with printer and screen fonts included plus a dummy (imaged, color visual). Contractor's option for one of the following file formats: PostScript; Encapsulated PostScript; or Adobe's PDF. Prior to image processing, the contractor is responsible for checking files contained on the furnished disks to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High resolution image processors must be used if generating films. *If the contractor elects to use electronic media, see Section 3.9 for pamphlet proofs.*

2.1.1 DISPOSITION OF FURNISHED MATERIALS: Furnished copy must be returned by January 31, 2001, to IRS, Attn:Paul Morrison, Room 1231/OP:FS:M:T:M, 1111 Constitution Ave. NW, Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. The address cartridges supplied by the IRS must be returned by a traceable means at contractor's expense, to: IRS, National Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attention Tape Library.

2.2 FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including telephone and facsimile transmission capability, and the following:

2.2.1 Pamphlet Stock: White or Natural (MUST be light shade) Newsprint, basis weight 45 or 50 gsm (24 x 36", 28 or 30 lbs. per 500 sheets), equal to JCP Code A10 or at contractor's option, White Offset Book, grammage 75 g/m² (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" that was in effect at the time the offer was submitted .

2.4 The contractor must submit copies of all PS Form 3602 in a disk format to: IRS, Room 1231, Attention: Paul Morrison, 1111 Constitution Ave. NW, Washington, DC 20224.

Section 3 - PAMPHLET/LABEL SPECIFICATIONS

3.1 48-pages (including blanks), self cover, print head to head.

3.2 420,500 pamphlets.

3.3 Trim Size: 210 x 276 mm (8-1/4 x 10-7/8") minimum, 216 x 279 mm (8-1/2 x 11") maximum. Trim size of all pamphlets produced must be uniform.

3.4 Ink: Black for all pages.

3.5 Contractor must set and insert a GPO imprint line, per Contract Terms, GPO Publication 310.2 (page 9).

3.6 Image Size: The furnished copy will have a maximum image size of 187 x 257 mm (7-3/8 x 10-1/8").

3.7 Margins: 13 mm (1/2") head, 13 mm (1/2") bind.

3.8 Binding: Pamphlets will be bound on long edge using paste on fold or two saddle-wire stitches. Trim three sides. At contractor's option: Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will be allowed, provided the lip does not extend past the bind margins of the adjacent pages.

3.9 Pamphlet Proofs: (Required only if the contractor chooses electronic media in lieu of camera copy). Submit 2 set(s) of Dylux, or similar proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 5 workdays from receipt in the GPO until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs.

Submit proofs to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: IRS Desk, PAMPHLET PROOFS" and must include the GPO Jacket Number.

3.10 Labels: Contractor will be responsible for producing, on white paper, an estimated 375,716 address labels approximately 102 x 25 mm (4 x 1")*.

*At contractor's option, in lieu of addressing and affixing labels, contractor may image addresses directly onto pamphlets (see section 4.7 for location of addressing). Addressing must meet postal requirements.

Section 4 - ADDRESSING AND SORTING

4.1 Furnished Cartridges: IRS will furnish the contractor with address cartridges sorted by zip code. The raw data contained on the address cartridges has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. Contractor is responsible for taking the IRS raw data file and, using a licensed NCOA vendor, passing the file against the National Change Of Address (NCOA) file using standard matching

logic, providing IRS with magnetic cartridges containing the following: a separate listing of new move addresses; and incomplete addresses (nixies). Each new move address must be referenced with its corresponding old address (which must include taxpayer name and package ID number) to allow comparison by the IRS. In addition, contractor must provide all applicable NCOA reports and provide a printout of 100 records, for moves and nixies, for analysis. Send magnetic cartridge(s), NCOA reports, and printout to IRS, Room 1231, Attn: Paul Morrison, OP:FS:M:T:M, 1111 Constitution Avenue NW, Washington, DC 20224 by an overnight delivery service, at contractor's expense.

NOTE: The information contained on magnetic cartridges provided to IRS must be formatted, as for an address label. Computer dumps are not acceptable.

4.1.1 Included with the address cartridges will be a "seed file" cartridge of 400 names and addresses that are to be merged into the mail file. The seed file must be merged after NCOA processing and prior to any other cartridge manipulation. The seed file quantity is included in the bid quantity.

4.1.2 Contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

4.1.3 Undeliverables: Nixies, whether true or false, are to be considered undeliverable. Also, addresses changed by NCOA that are new move foreign, no forwarding addresses, or have closed Post Office boxes are to be considered undeliverable. All undeliverables, *approximately 1% of the final quantity*, must be subtracted from the final quantity and may not be included in the quantity billed.

4.2 Unusable Cartridges: Cartridges received in unusable condition, out of ZIP code sequence, or missing cartridges, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of cartridges, it will be taken that none exists.* The contractor may notify IRS Martinsburg Computer Center (MCC) directly only if there is a physical problem with the cartridges or a cartridge shipment. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of cartridges, if more than 1 box.

4.3 Addressing: Contractor must reformat the furnished data cartridges to address a label, with a size approximately 102 x 25 mm (4 x 1"), and print at the rate of eight (8) lines per inch. The addressing is to be black using a sans serif typeface, by either computer line (impact) printer or non-impact printer. The contractor will also be required to print reports, pallet placards, and take the information from the furnished cartridges and format it to create an 11 digit Delivery Point Barcode. See Exhibit 2.

4.4 USPS Regulations: The contractor must comply with all U.S. Postal Service regulations governing the preparation of bulk rate mailings which are in effect at the time of the mailing, (or parcel post, for some bulk shipments), including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities before the start of production.

4.4.1 The Domestic Mail Manual has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

4.5 Carrier Route Presort: Contractor is responsible for assigning a portion of the mail file in an approved Carrier Route format (carrying carrier route endorsement and number).

4.6 Order of Addressing: May be affected by staging considerations.

4.7 Location of Labels/Addressing on Package: The label, if used, must be fastened securely with a suitable adhesive. Placement of the label/address is to be at the bottom center of the back of the pamphlet, horizontally in a right reading position.

4.8 Security Letter: The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-6629, a detailed report of the inventory and tracking system and the security

measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering FTP://FTP.FEDWORLD.GOV/PUB/IRS-UTL/PUB1075.PDF, or from IRS by calling 1-800-829-3676), also (See Privacy Act Exhibit)

4.9 ZIP Code Sequence: Cartridges will be sequenced by ZIP Code. The first address bearing each new five-digit ZIP code, each new carrier route and/or new pallet must have a change indicator that will appear in the last line of the addressing (the addressing will contain from 3 to 6 lines of data).

4.10 Sack/Pallet Code: Addressing will include a number/code, that coincides with the pallet placards, furnished from the contractor's software.

4.11 ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation.

4.12 Spoiled Labels and Pamphlets: Contractor will replace all labels and/or pamphlets spoiled during the labeling/addressing and mailing operations. These pamphlets can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing.

4.13 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and **cannot** make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, and access to a nearby fax machine for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service.

4.14 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. (See Exhibit 3) The coordinator will transmit this report every work day to IRS National Office via facsimile transmission. In the absence of the coordinator, the contractor must transmit the report to IRS at (E-mail address to be furnished at a later date). **ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.**

Section 5 - STAGING

5.1 Loaded pallets must be assembled and stored "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified in the Schedule. *The pallets for the Philadelphia Service Center (28) are to be turned over first.* After Philadelphia, the pallets are to be staged in an order so that the furthest destinations will be turned over next and the closest destinations last.

5.2 Mail Pallets: Pallet loading of sacks may be authorized. The U.S. Postal Service will make nestable pallets available upon contractor's request, or contractor may use his own pallets, that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Neither metal strapping nor pallet caps are to be used.

Section 6 - Turnover to Postal Service

6.1 Standard Mail (A): The Postal Service will verify the total weight of the mailing. PS Form 3602 must be completed and submitted for each truckload shipment leaving the plant unless "Optional Procedures" are authorized. IRS will not apply for plant load authorization or optional acceptance procedures. Authorization for Optional Procedure must be requested by the contractor from the RCC in the region the mailing plant is located. The contractor must

comply with all Domestic Mail Manual regulations governing use of Standard Mail (A) (or parcel post, for some bulk shipments). The IRS will obtain the bulk mail permit 3601 for this mailing.

6.2 USPS Plant-Verified Drop Shipments Phase I only: Prior to the turn over of the mail to the Postal Service, the contractor **MUST** submit a proposal for a plant-verified drop shipment procedure for direct shipments to the BMCs and SCFs to take advantage of Postal Service discounts. The proposal must be submitted to the GPO and show the costs involved, the travel times from the mail drop site to the BMC's and/or SCF's, and the postal savings. The costs must include shipping costs, and any administrative costs. The administrative costs are to be expressed in cents per hundred pounds of drop shipment weight. Reimbursement, for the freight and administrative costs, will be made from copies of the commercial carrier prepaid freight bills that must be submitted with the contractor's invoice, and must show the shipping cost and weight of the shipment. If the proposal is accepted, a contract modification will be issued. Reimbursed freight costs will not be subject to any "prompt payment discounts." (Exhibit 5 - Drop Shipment Format) If accepted the contractor must provide the scheduled drop dates, see exhibit 5B.

Submit drop shipment proposals to: U.S. Government Printing Office, Stop PPP, Room C-817, and 27 G STREET NW, WASHINGTON, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PROPOSAL and must include the GPO jacket number.

6.3 Location of Staging Area and Point of Entry: Contractor will specify in his bid the location of his staging area/areas and his proposed point of entry/entries for the tax package mail. (See Offers Section)

6.4 For material not covered under the drop shipment plan or if the drop shipment plan is not accepted, truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

6.5 Indicia: The Government will also furnish a permit number and indicia for Standard Mail (A). A PS Form 3602, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels. A copy of the PS Form 3602 must be submitted to the IRS, Room 1231, OP:FS:M:T:M, 1111 Constitution Ave. NW, Washington, DC 20224 within 5 days of mail turnover.

6.6 GUARANTEED MAXIMUM WEIGHT OF TAX PACKAGE: Contractor must submit, with his bid, the guaranteed maximum weight of the product he proposes to furnish based on the dimensions and paper options he elects. The weight of the package must be calculated to one-thousandth of an ounce (.001 oz.). (See Offers Section) This weight will be used for bid evaluation purposes. Transportation charges for bulk shipments and postal costs for mailing will be evaluated and considered as elements in the "lowest cost to the Government" award process. If the delivered packages exceed the guaranteed maximum weight, the contract price shall be reduced by an amount equal to the difference between the transportation and/or mail costs computed for evaluation purposes based on offeror's guaranteed maximum shipping weights and the transportation and/or mail costs that should have been used for evaluation purposes based on correct weight data.

6.7 Special handling instructions for the Alaska (est. 18,000 copies) and Hawaii (est. 58,000), which are part of Fresno and Ogden service centers. The contractor must separate these addresses from their respective Service Centers and release them in accordance with the date in the schedule. Contractor must provide transportation so packages deliver no sooner than December 26, 2000 and no later than January 3, 2001.

Section 7 - Bulk Shipments and Bulk Packing (Ship f.o.b. contractor's city)

7.1 Bulk Shipments: Contractor will prepare and ship or mail certain bulk quantities of tax packages as shown in Exhibit 1. These bulk shipments will be unlabeled pamphlets and must be cartoned, labeled, and palletized.

7.2 Cartons: Contractor to furnish all cartons for bulk shipments. Cartons to be corrugated or solid fiber shipping containers, 200 p.s.i. minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 51 to 76 mm (2 to 3") width, minimum 12 kNm (65 lbs./inch) transverse tensile strength. If stapled, cartons must be stapled before packing and without damage to pamphlets. Cartons to be sealed at top with 51 to 76 mm (2 to 3") paper or polyester tape (not reinforced). Approximate carton size is 445 x 292 x 203 mm (17-1/2 x 11-1/2 x 8"). Contractor

will determine exact dimensions in accordance with size of pamphlets.

7.2.1 Pack 130 copies per carton in 2 stacks with full size corrugated boards on top and bottom of stack. Cartons used for bulk shipments require a carton label. (See Exhibit 6)

7.3 IRS PALLETS: Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown in Exhibit 7) and single center stringer. Full entry must be on the 101.6 cm (40") width. Cartons shall be stacked on pallets with a maximum height of 139.7 cm (55"), including pallet. Strict adherence to these dimensions is necessary to accommodate the storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

7.3.1 Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer. (See exhibit 7). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transmit but permit ready removal, without damage to the cartons, at destination.

7.4 Bills of Lading: The Government will furnish Government bills of lading for bulk shipments and furnish permit imprint labels and/or set up a small package carrier account for consignments of less than 500 lbs.

Section 8 - QUALITY SYSTEMS

8.1 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards, per GPO Publication 310.1, shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4).-

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards.- The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Furnished camera copy/electronic media.

Section 9 - PRODUCTION SAMPLES

NOTE: The copies included in A, B, C, and D are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples are to be at the contractors expense, and must be sent by a traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

A. QUALITY ASSURANCE RANDOM COPIES - The contractor MUST submit 200 quality assurance addressed pamphlets, at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Buff label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Buff stock. The container and its contents shall be recorded separately on all shipping documents and sent to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. Ship or mail the first 360 completed pamphlets (300 unaddressed and 60 addressed) at contractor's expense, by an overnight delivery service as follows:

50 copies unaddressed and - Internal Revenue Service
10 copies addressed Room 1231, Attention: Paul Morrison, OP:FS:M:T:M
 1111 Constitution Ave. NW
 Washington, DC 20224

200 copies unaddressed - Internal Revenue Service
 Room 5552, M/F: OP:FS:FP
 1111 Constitution Ave. NW
 Washington, DC 20224

50 copies unaddressed and - Internal Revenue Service
50 copies addressed Room 1225, Attention: Mitch Farah, OP:FS:M:T:M
 1111 Constitution Ave. NW
 Washington, DC 20224

The following information to be used for labeling/addressing samples:

[include carrier route endorsement & literal]
JAMES A & ANDREA A TAXPAYER
16305 Main Avenue NW
ANYTOWN US 99999-9999
[include delivery point barcode]

C. Ship or mail, 1,110 unaddressed pamphlets to two destinations as follows:

1,095 copies - U.S. Government Printing Office
 M/F: Depository Copies - Item 0964-B
 Depository Receiving Station
 Jackson Alley, Room A-150
 Washington, DC 20401

15 copies - Library of Congress, Madison Building
 Anglo-American Acquisition Division
 Government Documents Section
 M/F: File Copies
 C Street (between 1st & 2nd) SE
 Washington, DC 20540

D. PACKAGE SAMPLES: Ship or mail 2 packages, (unaddressed), to: U. S. Government Printing Office, Stop PPP, Room C-817, Attention I.R.S. Desk, 27 G Street, NW, Washington, DC 20401.

Section 10 - OFFERS (BIDS)

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder MUST submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

Transportation and/or mail costs will also be used as a factor in the basis of award.

Bidder must state in the bid, location (city and state) of the plant(s) from which this product will be shipped. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.

10.1 Printing and binding 420,500 pamphlets; labeling/addressing, sorting, staging, and turnover for mailing of 375,716 pamphlets; and packing 44,784 pamphlets for bulk shipments.

.....\$ _____

10.2 Prices for additional quantities.

"ADDITIONAL RATE"

(A price MUST be submitted for each line)

10.2.1 Printing & binding pamphlets (48 pages).....per 1,000...\$ _____

10.2.2 Labeling/Addressing of pamphlets.....per 1,000...\$ _____

10.2.3 Packing, storing, staging and turnover of mailper 1,000...\$ _____

10.2.4 Packing pamphlets for bulk shipment.....per 1,000...\$ _____

10.2.5 Palletizing (including loading and wrapping).....per pallet.....\$ _____

10.2.6 Passing records through NCOA.....per 1,000...\$ _____

10.4 Finished trim size the contractor proposes to furnish for the pamphlets. _____ x _____ ".

10.5 Printing media the contractor elects to use. Mark one box only:

☐

Camera Copy.

☐

Postscript.

☐

Encapsulated Postscript..

☐

Adobe's PDF.

10.6 Guaranteed maximum weight of package to (.0001 pound): _____.

10.6.1 If the offeror fails to state a guaranteed maximum weight for the package as requested, the Government will use the estimated weight of (.1563 lb.) per package, for bid evaluation; and the Contractor agrees this will be the basis for any reduction in contract price as provided in Section 6.4.

10.7 Name, address, and phone number of subcontractors, if any, and what they will perform on this contract.

Bindery - _____

NCOA Licensed Vendor - _____

10.8 Location of Staging Area: City _____ State _____

10.9 Point of entry for mail packages (Standard Mail (A)):

City _____, State _____ Zip Code _____

Bidder must fill out and sign, as indicated, page 11 of these specifications and return it attached to GPO Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, DC 20404.

FACSIMILE BIDS are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Name of Firm

Signature of Bidder